

Procedures for Requesting Information

There is no specific form for submitting your open records request. Your request must be in writing and may be submitted by mail, fax or email. Include enough description and detail about the information requested so we can accurately identify and locate the information. List your name and mailing address so we can provide you with the requested information. We may also provide you with an itemized statement of charges, if applicable, or notify you if the information you are requesting cannot be provided promptly.

Mailing address:

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Facility Licensing Group/ MC 2835
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